

GOVERNORS WORKFORCE BOARD – RHODE ISLAND

YOUTH DEVELOPMENT COMMITTEE

February 06, 2006
DLT Conference Room 69-1

Meeting Minutes

Members Present: B. Melton, S. Moylan, M. Trueb
Members Absent: A. Orefice, R. Paniccia, J. Warner
Staff Present: M. Koback, D. Miller, L. Del Rossi

Chair B. Melton called the meeting to order at 1:05 PM, and thanked everyone for attending. He stated that the committee had much to discuss, and noted that plans were underway for the Youth Employment Program “Kick Off Breakfast”, scheduled for March 23rd at the Crowne Plaza Hotel and Conference Center. D. Miller added that staff had been in contact with the governor’s office regarding the “Save The Date” notice and the actual invitation. Members agreed the invitation would have a better response if were issued from the governor’s office. L. Del Rossi distributed the invitation list she had compiled that included Rhode Island’s top 100 companies as well as about 20 companies that had expressed interest in the program. Members also discussed making personal phone calls to a few their corporate peers to encourage participation. Staff agreed to develop a memo with discussion points on program details for members to use.

D. Miller then discussed some of the materials under development for the program and for the breakfast. B. Melton asked her to review the program outline for the committee. Miller went on to review the details of the “Yes-To-Work” Program. She explained to strategy of seeking various levels of corporate support for the program, noting that she hoped that some companies would not only agree to hire youth, but would offer some financial support for program costs. She added the breakfast would allow an opportunity to solicit company support, and that materials and hand-outs for the breakfast were still under development at this time.

B. Melton went on to the next agenda regarding the Youth Development Office. M. Koback stated that he was prepared to represent A. Orefice, as she was unable to attend. He distributed a Concept Paper outlining the function, goals and staffing plans that had been approved by Director Orefice. He noted that the plan was designed to support the statewide youth development vision of the committee and would initially include three full time staff members.

The members discussed the Youth Development Office concept paper and noted the need for centralizing this function. Members indicated their support and asked how the office would be funded. M Koback explained operational funds were available for staff. He also discussed the overall utilization of the \$650,000 in state funds targeted for youth activities. D. Miller pointed out that the intent of the “Yes-To-Work” program was to have jobs and activities supported by private sector partners, and that the majority of the funds available would be targeted to contracted programs for younger youth, which would be solicited through an Request For Proposals (RFP) process.

L. Del Rossi added that she was working on developing the RFP and that requested activities for youth of that age would be centered around career awareness and employment prep, although part time jobs could certainly be an option. She explained that a rating criteria would be developed to ensure proposals funded would be comprehensive and offer youth quality services. She added that committee members would be invited to review proposals submitted in response to the RFP.

B. Melton went on to summarize the next steps, which involved staff in the development of materials for the Kick-Off Breakfast, including the agenda, a "Save The Date" letter, and invitation, as well as a script for members to use in contacting peers. He added that he would contact John Morgan about providing a presentation on the Lifespan Summer Employment Program. Staff added that they would continue working on related materials and that they would contact the DLT marketing and promotions staff to market both the RFP and the breakfast event.

B. Melton noted that the date for the next Youth Development Committee meeting was set for March 9th. There being no new discussion, B. Melton adjourned the meeting at 2:49 PM.

Respectfully Submitted,

Dottie Miller